



Utah Division of
Arts & Museums

FY18 OnStage in Utah Funding Opportunity Guidelines

DESCRIPTION

The Utah Division of Arts & Museums recognizes the important role of Utah's presenters in connecting performing artists with audiences and communities. OnStage in Utah provides presenters funding to support a public performance, as well as a separate community outreach activity of in-state or out-of-state performing artists.

Deadline for submission: June 23, 2017 at 5:00 p.m.

Request range: 50% of performing artist fee for performance and community engagement activity, with a maximum amount of \$2,000 per presenter per year.

Funding is competitive and is not based on previous organizational funding levels. No organization is guaranteed funding from one year to the next.

FUNDING ELIGIBILITY

Who Can Apply?

- **Utah Presenters** who are located in Utah and are a unit of government, nonprofit organization with 501(c)(3) designation from IRS, or work under a 501(c)(3) [fiscal sponsor](#).
 - ***Presenters** are curators of live performance who are either nonprofit organizations or governmental agencies. They bring touring artists to their communities for live performance, generally on a season or as part of a festival. In addition, they frequently arrange for community engagement activities during an artist's visit such as student performances, lecture demonstrations, master classes and workshops. (Definition provided by Utah Presenters Network)*
- Applicants with annual operating budgets of \$400,000 or less.

Funding Scope

- Presenters may submit up to two applications; however a separate and specific application must be submitted for each performing artist.
- \$200 to \$2000 may be awarded for each funded application.
- Organizations may receive a maximum of \$2,000 of OnStage funding per fiscal year.
- Funding will pay no more than 50% of artists' fee (**performance and community outreach activity costs only**).
- Funding is for either **in-state** or **out-of-state** performing artists.
- Funding priorities will be given to rural or **underserved communities**.
 - ***Underserved communities** generally describe communities for whom access to the arts is limited by geographic isolation, economic constraints, physical*

limitations and historic patterns of exclusion.

(Taken from Western States Arts Federation website)

- Preference will be given to presenters **block-booking** with at least one other presenter.
 - **Block-booking** describes the act of multiple presenters coordinating on the presenting of the same artist, often resulting in lower artist fees.

Requirements

- Each funded application **must** have a performance that is open to the public. The public performance does not have to be free.
- Each funded application **must** include a community outreach activity. Community outreach activities include lecture/demonstrations, master classes, in-school education activities involving students with the performing artist, etc.
Please use the following guidelines in planning your activity:
 - Community outreach activity must happen within one week of the public performance.
 - For applications submitted on behalf of an institution, the community outreach activity must be directed to individuals outside of the institution. For example, an applicant that is a dance school and also a presenter must provide a community outreach activity for individuals outside of students at the dance school.
 - A good measure for determining the eligibility for a proposed community outreach activity is whether the audience is different than the public performance, though some overlap is to be expected.
 - The following items are not considered to be qualifying community outreach activities:
 - A performance for students that does not include an educational component connected to the art form.
 - Tickets to the public performance offered on a complimentary basis.
 - Radio broadcasts or audio/video podcasts of the public performance.
 - A lecture or demonstration that directly precedes or follows the public performance.
- Performances must be completed within the fiscal year in which the funding is given (completed by June 30, 2018).
- Utah Arts & Museums funds must be spent before June 30, 2018.
- Presenter must have a tentative agreement or contract with the performing artist for which they are applying.
- Performing artist must have at least 3 years professional performance experience.
- Utah presenters must have a presence on [Now Playing Utah](#). The funded performance must also be listed.
- The Utah Arts & Museums [logo](#) must be used in all marketing and print material for the performance and community outreach activity.

- All organizations applying for funding must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).
- Funding recipients must send a letter of appreciation to their legislators thanking them for funding and must submit copies with the final report.
- Each funded presenter will be required to fill out a final report by August 1, 2018.
- Past OnStage recipients who did not have a performance and separate community outreach activity, or who did not submit an evaluation, are not eligible for funding for one fiscal year.
- **Charitable Solicitations Permit:**
Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitation Permit (CSP). You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization or not, you can read the [law](#), or contact the [Department of Consumer Protection](#).

FUNDS may NOT be used for the following

- Projects that are already specifically funded by Utah Arts & Museums.
- Programming completed prior to July 1, 2017.
- Fundraising events, conferences, or galas.
- Performances not open to the general public. This does not apply to the community outreach activity.
- Programs or events in which the performing artist is not the primary focus.
- Programs or events that are commercial in nature or in which the arts are not the primary focus such as magic, stand-up comedy, improv, sidewalk sales, fireworks displays, food festivals, etc.
- The OnStage in Utah program supports touring performing artists; however, guest artists are not eligible. A guest artist is an artist such as a guest performer or conductor for a local symphony performance or a guest choreographer who sets a piece on local dancers.
- Projects that happen outside of Utah.
- Public performances restricted to an organization's membership.

APPLICATION PROCESS

Deadline

A complete application, with all attachments, must be submitted [online](#) by **Friday, June 23, 2017** at 5:00 p.m. MST.

If you have questions, please contact Jason Bowcutt, Community Arts Manager (801.236.7554 | jbowcutt@utah.gov).

Funding Decisions

A panel of peers will review and score the applications based on the criteria in the guidelines. Funding awards depend on the total amount of funding requested, how the applicant scores in the review process, and the total amount of funding available. Following panel review, applicants are notified and contracts are sent. Applicants must sign and return contracts before payment can be made.

OnStage Open	May 15, 2017
OnStage Close	June 23, 2017
Panel Review	July 2017
Funding Notification	Summer 2017
Payment Disbursed	After September 1st

APPLICATION PREPARATION & REVIEW CRITERIA

Applications will be reviewed by a panel of community representatives. The panel will evaluate each application based on completeness of the application, inclusion of supplemental materials and answers to the following questions:

- General Information
 - Contact Information
 - Federal Tax ID #
 - DUNS Number
 - Is your organization a nonprofit?
 - If no, please indicate the government entity or [fiscal sponsor](#) you will be applying under
 - Please upload a current copy of your Charitable Solicitations Permit
 - Please upload a screenshot of your event or organization on Now Playing Utah
 - What is your organization's mission?
 - Name of performing artist
 - Date and time of public performance
 - Location of public performance
 - Date and time of community engagement activity
 - Location of community engagement activity
- Artistic Excellence (40%):
 - How was the performing artist selected (e.g., by committee, seen at juried showcase, etc.)?
 - Why did you choose this artist (e.g., how does the performing artist further the artistic vision of your organization and enhance your community)?
 - Upload the performing artist resume or bio
 - Provide one active link to performing artist work samples. (If you do not have

- active link(s) then skip to question 30).
 - Provide an additional active link to performing artist work samples. (If you do not have active link(s) then skip to question 30).
 - If performing artist link(s) don't exist please upload up to two work samples here. If you provided links above do not upload anything here.
- Community Involvement & Access (40%):
 - Describe your organization and the community you serve.
 - How will the public performance benefit/impact your community?
 - Provide a detailed description of the planned *community engagement activity*.
 - Who is the anticipated audience for the *community engagement activity*?
 - How will the *community engagement activity* benefit/impact your community?
 - Please indicate any specific underserved populations you are attempting to reach, and how. Explain how these populations are underserved.
- Sound Management (20%):
 - Total amount of performing artist fee.
 - Amount Requested (50% of artistic fee for performance and community engagement activity only).
 - If you are block booking this performing artist with another presenter, please provide minimal details (i.e., name of presenter, location, and date of performance).
 - How do you plan to market this event?
 - What strategies will you utilize to evaluate the success of the event and/or your audience development goals?
 - What other sources of cash funding are you projecting for this project? (e.g., sponsors, other grants, individual donors, etc.)
 - Indicate projected in-kind support (e.g., volunteer hours, donated space, etc.)
 - Please upload your budget spreadsheet, which can be found at: artsandmuseums.utah.gov/onstage-in-utah
 - Upload tentative contract or agreement with artist (this can be in the form of an email correspondence).

CONTACT INFORMATION

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